UW-WHITEWATER
TRAVEL APPROVAL REQUEST

TRAVELER'S NAME

DESTINATION

PURPOSE OF TRIP

DATE OF DEPARTURE DATE OF RETURN

ESTIMATED COST

Fund	Program	Org	Project/Grant

Names of other people attending:

You are welcome to provide an attachment to help justify your travel.

SIGNATURE OF TRAVELER

DEPARTMENT HEAD APPROVED NOT APPROVED

Questions to be completed by Dean or Division Head:

Is this travel essential & necessary for the traveler to perform his/her duties?	Yes No
Is the traveler a conference presenter or panelist?	Yes No NA
Could the business be accomplished through other means (teleconference, videoconference, etc.)?	Yes No NA
Are there alternative sites closer to campus that would result in lower travel costs?	Yes No NA
In the case of travel to an event, is it necessary for more than one employee from a division to attend?	Yes No NA
Could the information, instead, be shared with colleagues by the person who was authorized to attend?	Yes No NA
Could the trip be postponed or canceled? What is the fiscal consequence of postponing or canceling the trip?	Yes No $

DEAN OR DIVISION HEAD APPROVED NOT APPROVED

Notes: